SIKKIM

GOVERNMENT GAZETTE

EXTRAORDINARY
PUBLISHED BY AUTHORITY

Gangtok **Wednesday, 19th October, 2005** **No. 366**

RURAL MANAGEMENT & DEVELOPMENT DEPARTMENT
GOVERNMENT OF SIKKIM
GANGTOK, SIKKIM

No.GoS/03-04/204 (26) HQ/RMDD/P/31 **Dated: 23.09.2005**

NOTIFICATION

With a view to provide the elected representatives of the PRIs and line department functionaries posted to the PRIs accessible guidance in the discharge of their respective functions delegated under the Sikkim Panchayat Act,1993 and directives of the State Government issued from time to time, the Rural Management & Development Department shall appoint a Guardian Officer for each Gram Panchayat Unit in the State. Such Officer shall be appointed by designation and be a Gazetted Officer of Deputy Secretary or equivalent rank. In case such Officers are not sufficient, Under Secretary or equivalent rank Officers shall be appointed.

The District Collector-cum-Sachiva shall nominate Guardian Officers for their respective districts. These Officers shall continue to discharge their normal duties in their respective departments. Their appointment as Guardian Officer shall be an additional responsibility. The District Collector-cum-Sachiva shall be empowered to review the performance of the Guardian Officer and forward these to the Head of Departments of the Guardian Officer for inclusion in the review part of the Guardian Officers' ACR. The District Collector-cum-Sachiva is further authorized to recommend removal of a Guardian Officer and his replacement to the Secretary, RM&DD.

The pay and allowances of the Guardian Officer shall continue to be drawn from his administrative Department. His Office shall also be in his administrative Department. These Officers shall be placed at the disposal of the District Collector-cum-Sachiva when requisitioned. For this purpose the District Collector-cum-Sachiva shall forward his requisition to the Head of Departments of the Guardian Officer, endorsing a copy to the Secretary, RM&DD for follow up. The tenure of a Guardian Officer for a particular Gram Panchayat Unit is for a financial year after which they may be reshuffled.

Terms of Reference

1. To guide the Gram Panchayats in convening Gram Sabhas in accordance with the provision of the Act and Rules. The Guardian Officer shall attend all Gram Sabhas as a non-voting facilitator to steer the

proceedings within the agenda and to report the proceedings to the District Collector-cum-Sachiva with his comments thereof.

2. To guide the Gram Panchayat in implementation of various schemes in accordance with the guidelines and directives of the GOS/GOI.He shall monitor and evaluate all programmes implemented in the Gram Panchayats and furnish his report, thereof to the District Collector-cum-Sachiva.
3. To assess the process of decentralization of powers and functions to the PRIs and to convey to the District Collector-cum-Sachiva of problems and lacunae, if any, with recommendations on how, in his opinion, it maybe addressed.
4. To act as an inspecting Officer appointed under Section 109 of the Sikkim Panchayat Act, 1993.
5. Be the authorized Officer under Section 111 to attend meetings of the Gram Panchayat and Zilla Panchayat.
6. To prepare a Planning Calendar of the Gram Panchayat Unit in consultation with the elected members, line department functionaries and the District Development Officer and conduct Gram Sabha,prepare plans,budget,inspections,etc according to schedule in such Calendar. The Guardian Officer shall invariably visit the Gram Panchayat on the scheduled dates in the Planning Calendar to ensure that the scheduled task is undertaken.
7. To facilitate the Gram Panchayats in obtaining information and technical assistance from line departments, whenever such information or assistance is sought for by the members.
8. The Gram Panchayat members shall inform the Guardian Officer of all important meetings in which the presence of the Guardian Officer is necessary. The Guardian Officer shall attend such meetings
9. Before every visit to the Gram Panchayat, the Guardian Officer shall inform the District Collector-cum-Sachiva. Similarly, he shall furnish a report to the District Collector-cum-Sachiva after his visit to a Gram Panchayat.
10. The Guardian Officer shall maintain a detail record of his visits to the Gram Panchayat,the proceedings of meetings, Gram Sabhas,inspection reports, attendance of line department functionaries,etc.Such records shall be submitted to the District Collector-cum-Sachiva during the second week of April every year for examination and to prepare performance report for submission to the HOD of the concerned Guardian Officer for inclusion in the ACR of the Officer.

This directive has been issued with the approval of the HCM.

V. B. Pathak, IAS
Secretary, RM & DD.

S.G.P.G. - 49/Gazette/150 Nos/Dt:- 22.10.2005.